STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION

ANDREW HENRY
DIRECTOR

September 23, 2003

Dear Superintendent or PSA Administrator:

Subject: Expanded Single Record Student Database (SRSD) Application

The Center for Educational Performance and Information (CEPI) is responsible for collecting data about K-12 public schools from all school districts and public school academies in Michigan. I appreciate your district's efforts throughout the year to compile and submit this data to CEPI.

I am pleased to announce that CEPI is in the final stages of expanding an existing online application that will assist your district or public school academy staff members with the management of student data. The expanded online application is referred to as the Single Record Student Database/Unique Identification Code (UIC) Application, or SRSD/UIC Application. UICs are assigned by CEPI to all student records for the purpose of eliminating duplicate student records and providing an accurate way to track students as required by *No Child Left Behind*.

I have enclosed several documents in regard to the expanded application for you to share with your staff members responsible for submitting student data to the state:

1. Memo regarding expanded SRSD/UIC Application;
2. Timeline for implementation of the application;
3. Security Agreement, which must be completed to access the application.

I hope this information is helpful to you and your staff members.

Sincerely,

Andrew Henry
Director

cc: PSA Authorizer

Enclosures